



# Office of the City Clerk

Weekly Report – for Week Ending April 1, 2016

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Elections** – Clerk staff continued to work with the LA County Registrar Recorder/County Clerk on the transition to shift all election functions to the County for the 2020 election. Sub-committees assigned to address integral parts of the election process have begun meeting on a regular basis.

**General and Neighborhood Council Election** – The County of Los Angeles Registrar's Office has implemented the new State voter registration database format requiring software updates to computers. The new version of Voter Information Management (VIM) software for access to the County Registrar data has been installed and being tested on several Elections PC's

After months of preparations, at-poll Neighborhood Council elections are beginning on April 2 and will continue through June 5.

Below are the number of candidate filings per region.

Region	Number of Candidates Pending	Number who Did Not Qualify	Number of Candidates Certified
1	0*	23	167
2	0*	10	74
3	0*	8	136
4	0*	13	139
5	0*	21	217
6	0*	8	136
7	0*	12	180
8	0	16	178
9	5		15
10	3		16
11	8		68
12	2		21
<b>Totals:</b>	<b>18</b>	<b>111</b>	<b>1,347</b>

\* Filing has closed; no candidates pending.

## Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	20/1
Number of Notices/Publications	42
Number of Contracts Attested	52
Number of Council Files Created	75
Number of Claims Received	93
Number of Referrals	40
Number of Council Meetings	3
Number of Committee Meetings	1

## TOP ITEMS

- **2016 Neighborhood Council Election preparations continue.**



# Office of the City Clerk

Weekly Report – for Week Ending April 1, 2016

**Records Management** – This year, 19 departments have had their retention schedules approved by the City Council and are therefore eligible to follow the updated disposition approval procedures implemented in 2015. This week those departments were provided disposition forms pertaining to 21,000 boxes in the City Records Center.

**Fiscal/Personnel** – Due to an unexpected need to pay an employee cash OT (instead of comp time), the Personnel section will need to develop a system, using PAYSR, to warn Council, Mayor and the CLA, when an employee has maxed out on comp time and will need to be paid in cash. This unexpected cash OT liability may result in a hardship to an office's expense account(s), therefore offices will need to aggressively manage excessive comp time and vacation time.

## ISSUES

None to report.

## UPCOMING . . .

A special meeting of the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee is scheduled for Tuesday, April 5<sup>th</sup> at 6:00 p.m. to discuss Neighborhood Council-related issues.

The City Clerk is pleased to report that Shannon Hoppes, an eight-year veteran of the City Clerk and currently a Chief Management Analyst in the Office, is the new Executive Officer. Her official start date is April 3, 2016.